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ER-4-5176

AUG 27 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Summary Leave Report

1. Attached is the summary for the overtime, holiday time and leave taken during the period 29 March through 4 July 1953, which has been prepared by this office.

2. We are also attaching a series of charts reflecting the overtime and holiday time compared with the leave taken and the number of personnel on duty for the period from 4 January through 1 August 1953. This series of charts includes one for the agency as a whole, one for the DD/A area, one for the DD/P area and one for the DD/I area. Attached also are letters addressed to the DD/I and DD/P reporting to them on the same items for their respective areas.

3. Based upon the comments received through various channels, it appears that real thought is being given in many areas of the organization to the problem of overtime. Furnishing a report of this character to top management will serve to continue top level consideration of the agency regulation concerning overtime. Further, these reports to the DD/I and DD/P provide a basis for discussing the problem in the various staff meetings held by the Deputy Directors and attended by the Assistant Directors.

4. In addition, there are a series of six letters to various office heads where the overtime worked in those particular offices exceeds the agency average. It should be noted, however, that a letter is not being addressed to the Director's Office in connection with the very high level of overtime being worked in the Cable Secretariat.

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for E. R. SAUNDERS
Comptroller

Attachments

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